Guidelines for Online Paper Presenters

1. Presentation Language

- All presentations **must be delivered in English**.

- Please ensure your slides and spoken content are clear and easy to understand.

2. Technical Setup

- The conference will be conducted via **Google Meet only**.

- A **QR code for joining the conference room** has been provided; please scan it to access your session.

- Test your **camera, microphone, and slides** in advance to ensure smooth delivery.

- Use a **stable internet connection** and choose a **quiet, well-lit environment** with minimal background noise.

3. Slide Preparation

- Slides should be in **PowerPoint or PDF format**.

- Keep slides **visually clear**: use large fonts, concise text, and high-contrast colors.

- Include your **name, affiliation, paper title, and paper ID** on the first slide.

4. Presentation Timing (15 minutes)

- **Presentation: 12 minutes**

- **Q&A: 3 minutes**

- The session chair will give a **2-minute warning** before your time ends.

5. Backup Plan

- Prepare a `pre-recorded video (MP4, ≤12 minutes)` as a backup in case of technical issues.

- Submit your backup file to the conference email **at least 3 days before** your session.

7. Professional Etiquette

- Join your session **10 minutes early**.

- Keep your **camera on** and **microphone muted** when not speaking.

- Be respectful and attentive during others' presentations.